



TAX YEAR
2022

BUSINESS LICENSE APPLICATION

<input type="checkbox"/> NEW
<input type="checkbox"/> RENEWAL (complete section 2, update other sections)
<input type="checkbox"/> BUSINESS CLOSED (Close date _____)

License Expires December 31 of tax year

APP & PAYMENT DUE
MARCH 1

Commissioner of the Revenue
City of Salem
114 N Broad St.
Salem, VA 24153
Phone: (540) 375-3019
commissioner.salemva.gov
skuzmich@salemva.gov

INSTRUCTIONS:

- See back of form for important information and instructions.
- Sign and return with check payable to "City of Salem".
- 10% penalty per classification if not filed and paid by **March** of tax year plus 10% interest per annum accrues from due date until paid.
- Location changes **MUST** be approved by Zoning Administrator
- Phone: (540) 375-3032 Email: communitydev@salemva.gov
- All Corporate or assumed / fictitious name changes must be registered with the Virginia State Corporation Commission (866-722-2551) www.scc.virginia.gov and proof of registration attached.

SECTION 1 BUSINESS INFORMATION - PLEASE VERIFY OR PROVIDE

CORPORATE/ OWNER NAME		ASSUMED / FICTITIOUS NAME / TRADE NAME		ACCOUNT #	
SALEM BUSINESS ADDRESS		BUS. START DATE IN SALEM		EIN / SSN	
STATE LICENSE#					
MAILING ADDRESS		CITY		STATE	ZIP
REGISTERED AGENT	CORP PHONE	LOCAL PHONE	E-MAIL		
PRIMARY CONTACT	TITLE	FAX	WEBSITE		

SECTION 2 VIRGINIA PROFESSIONAL OR OCCUPATIONAL LICENSE

NAME OF REGULATING BOARD	VIRGINIA LICENSE NUMBER	ISSUE DATE	EXPIRATION DATE
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SPECIAL INSTRUCTIONS:

- Gross receipts include receipts from sales made, services rendered, or activities conducted from a place of business or residence within the city including ABC sales (ABC sales must be included with total retail or wholesale gross receipts)
- COMPLETE RETURN: Renewals must be signed by the owner, partner, member, or corporate officer; and a gross receipts figure **MUST** be provided in column B to be considered complete. If no gross receipts, please enter "0"

SECTION 3 BUSINESS LICENSE(S)-GROSS RECEIPTS MUST BE PROVIDED FOR EACH CATEGORY UNLESS FLAT FEE IS PRINTED IN COLUMN F

A. BUSINESS TYPE If you have changed the nature of your business or added/deleted a line of business contact the Commissioner's office *CONTRACTORS SEE REVERSE*	B. 2021 ACTUAL GROSS RECEIPTS (FOR BUSINESSES THAT BEGAN BEFORE 1/1/21)	C. ESTIMATED GROSS RECEIPTS (FOR BUSINESSES THAT BEGIN AFTER 1/1/21 ONLY)	D. TAX RATE IF GROSS RECEIPTS ARE \$50,000 OR MORE MULTIPLY BY RATE BELOW	E. \$50 LICENSE FEE (IF GROSS RECEIPTS ARE \$49,999 OR LESS)	F. FLAT TAX (SEE REVERSE - CERTAIN BUSINESS CLASSIFICATIONS)	G. TAX OR FEE DUE

Gross Receipts: If less than \$50,000 (1) Complete column B or C (2) Enter \$50 in column E and G; If \$50,000 or over: (1) Complete column B or C (2) Determine the amount due in column G by multiplying the gross receipts in Column B (if in business for full CY2021), or by columns C (if in business less than full CY 2021) by the rate shown in column D (3) Enter this amount in column G.
Flat Tax: See flat tax rates on reverse side of this form. Columns F + G will be preprinted with the applicable flat tax amount due.

TOTAL OF COLUMN G - TAX/FEE DUE:	\$
SUPPLEMENTAL FROM PAGE 2 (BUSINESSES BEGINNING OPERATION AFTER 1/1/2021 ONLY):	\$
PENALTY (10% AFTER MARCH 1):	\$
INTEREST (.83% PER MONTH AFTER APRIL 1):	\$
(MAKE CHECKS PAYABLE TO: SALEM CITY TREASURER) GRAND TOTAL DUE:	\$

OATH: I, THE UNDERSIGNED APPLICANT DO SWEAR (OR AFFIRM) THAT THE FOREGOING FIGURES AND STATEMENTS ARE TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE OF APPLICANT:	DATE:
PRINT / TYPE NAME AND TITLE OF PERSON SIGNING:	PHONE / EMAIL:

OFFICE USE ONLY

PAYMENT AMOUNT	PAYMENT TYPE / CHECK #	LEGAL RECEIPT DATE	PROCESS DATE	PROCESSED BY
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SEE REVERSE FOR SECTIONS 4 AND 5

SECTION 4: ARE YOU CLAIMING A VEHICLE(S) FOR BUSINESS USE THAT ARE NOT TITLED TO THE BUSINESS?

If you are claiming a vehicle(s) for business use on your income taxes, please provide the details below. A vehicle used more than 50% for business purposes, under the Personal Property Tax Relief Act of 1998 (PPTR), is considered by State Law to have a business use and does not qualify for tax relief.

YEAR	MAKE	MODEL	VIN

SECTION 5: HOW TO FILE BUSINESS LICENSE RENEWAL

Email:	commissioner@salemva.gov –application will be processed, and an invoice will be emailed to you. Payment can then be made by phone (540) 375-3024 or mail.
Mail W/ Payment:	PO Box 869 Salem, VA 24153-license and decal will be returned by mail
In Person:	114 N Broad St. Salem, VA 24153-license and decal will be issued in office

Submission of an incomplete application or missing required documentation may result in denial of your application and late payment fees.

BUSINESS LICENSE TAX RATES FOR GROSS RECEIPTS OF \$50,000 OR MORE

Retailers, Short Term Rental, Direct Sellers	\$0.0020	Wholesalers or Wholesale Merchants	\$0.0013
Repair, Personal, Business, Amusement Services & Comm. Merchants	\$0.0036	Contractors, Developers, & Speculative Builders	\$0.0016
Financial, Real Estate, and Professional Services	\$0.0058	Utility Company	\$0.0050

FLAT BUSINESS LICENSE TAX/FEEs

Solicitation permit	\$15/month	Peddlers	\$200	Winery	\$1000
Fortunetellers, Clairvoyants, etc.	\$1000	Tobacco	\$10	Brewery	\$1000
Carnivals and Circuses (For Profit)	\$500/Day	Itinerant Merchant, Food	\$50	Distiller	\$1000
Secondhand (Junk) Dealer	\$200	Itinerant Merchant, Non-Food	\$500	Manufacturer (Alcohol)	\$150
Secondhand (Junk) Canvasser or Agent	\$50	Show and Sale	\$30	Beer Wholesaler	\$200
Pawnbroker	\$150	Wholesale Wine Distributor	\$50	Wine Wholesaler	\$50
Out of State Photographer	\$30	Wholesale Beer Distributor	\$250	Bottler	\$500

VIRGINIA ALCOHOLIC BEVERAGE CONTROL (ABC) LICENSE FEES

BEER AND WINE:	On Premises: \$50	Off Premises: \$50	On/Off Premises: \$100
MIXED BEVERAGES:	0-100 Seating: \$200	101-150 Seating or Nonprofit club: \$350	151 or more Seating: \$500

*All Alcohol sales REQUIRE a Commonwealth of Virginia issued ABC license. Salem City ABC fees are based on this state licensure.

CONTRACTORS ONLY

- The Virginia Workers' Compensation Act, Title 65.2 of the Code of Virginia amendment requires that no business license be issued or reissued to a contractor without proof of compliance with the Worker's Compensation Commission. The required form 61A is available to be completed online or printed at www.workcomp.virginia.gov. Once submitted you will receive an acknowledgement of compliance which MUST be remitted with your business license application. Without this form your business license will not be issued and you will not be able to obtain City of Salem building permits. Please contact the VWC Insurance Department at (804) 205-3586 or vwinsurance@workcomp.virginia.gov.
- General Contractors should submit a list of subcontractors used for jobs in Salem City during the prior year. Include contact information, job locations, and totals paid to each.
- Title 54.1 of the Code of Virginia: Any contractor who undertakes to bid upon, accept, or offer to accept a single contract or project of \$1,000 or more, must register with the State Board of Contractors. A COPY OF THIS STATE CONTRACTORS LICENSE MUST BE ATTACHED.
- Contractors that do not accept any single contract of \$1000.00 or more, and the total value of all such contraction, removal, and/or repair undertaken within any 12-month period will not exceed \$150,000 must submit an affidavit stating they are not subject to State licensure to be classified as a Contractor for business license purposes.

ALL CONTRACTORS MUST ATTACH COPIES OF 2022 BUSINESS LICENSE APPLICATIONS FROM OTHER LOCALITIES & SUBTRACT THIS AMOUNT OF GROSS RECEIPTS FROM TOTAL GROSS RECEIPTS ON LINE BELOW. FAILURE TO ATTACH RECEIPTS WILL RESULT IN BILLING ON ENTIRE GROSS. LISTS OF AMOUNTS WILL NOT BE ACCEPTED.

\$ _____ - \$ _____ = \$ _____
TOTAL 2021 GROSS RECEIPTS GROSS FILED W/ OTHER LOCALITIES TOTAL RECEIPTS PAYABLE TO SALEM (ENTER ON FRONT)

OTHER INFO

- **REAL ESTATE BROKERS:** • Pursuant to Virginia Code Section 58.1-3232.2: All brokers claiming exclusions for commissions paid to its agents must identify each agent to whom excluded receipts have been paid and the jurisdiction in the Commonwealth of Virginia to which the agent is subject to business license taxes. **This list must be attached in order to subtract exclusions from gross receipts**
- **Wholesale Merchants** may substitute gross purchases for gross receipts.
- **BUSINESS BEGINNING OPERATION AFTER JANUARY 1, 2020:** • All businesses that were not in operation for a full 12 months the prior year or who based their prior year license on an estimate of gross receipts shall be subject to supplemental billing. Please see enclosed form for proper calculations of tax amount due.

In accordance with Virginia Code and Salem City Code, any business owing delinquent taxes of any type shall not receive a business license until all taxes are paid in full. If a delinquency occurs after the license has been issued the license will be considered invalid until all delinquencies have been paid. Failure to Obtain a License is a criminal offense, punishable by fines, imprisonment and /or closure of business.